

Vacancy Announcement
U.S. Embassy
Monrovia, Liberia

Vacancy Announcement
08-2009

OPEN TO: All Interested Candidates
POSITION: Electrical Engineer, FSN-11
OPENING DATE: March 18, 2009
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY: Not-Ordinarily Resident (NOR):
(Position Grade: FP-04 to be confirmed by Washington)
Ordinarily Resident (OR): US 20,588 p.a.

LENGTH OF HIRE: FIXED TERM NOT TO EXCEED THREE YEARS.

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The US Embassy in Monrovia is seeking an individual for the position of Electrical Engineer with the Office of Overseas Buildings.

Basic Function of the Position:

Incumbent will inspect construction; review plans, make recommendations; maintain daily log of construction activities; maintain a daily log of construction activities; develop change orders including prepare cost estimates; and other duties related to the construction of the new Embassy Compound as needed.

QUALIFICATIONS REQUIRED:

1. **Education:** A Bachelor of Science degree in electrical engineering from an accredited institution or equivalent degree.
2. **Past work experience:** From seven to nine years of experience in the field of civil engineering, preferably related to building construction and renovations. Two years experience with U.S. codes and criteria.
3. **Post entry training:** None.
4. **Language proficiency:** Level 4 English (professional working knowledge) is required.
5. **Job knowledge:** Must have knowledge in design and construction practices with U.S. electrical codes and specifications, thorough knowledge in electrical design calculations and criteria, preparation of engineering drawings and specifications.
6. **Skills and abilities:** MS Office package user for word processing and analysis. Ability to use engineering management software, maintain daily logs. Ability to create electrical engineering cost estimates, review electrical construction drawings for code compliance and provide briefings to the Project Director on electrical issues. Ability to use

AutoCAD to review drawings required and AutoCAD design a plus. Incumbent must be capable of working independently.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, ((231) 77-054826)

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Letter of Application
2. A current resume or curriculum vitae plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Application for **Electrical Engineer**
American Embassy
P.O. Box 98
1000 Monrovia 10 Liberia
(HRMonrovia@state.gov)

Please include point of contact information including full name and telephone number.

CLOSING DATE FOR THIS POSITION: Until Filled

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (Until Filled)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

MONROVIA, LIBERIA

2. AGENCY

DEPARTMENT OF STATE - OBO

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes

☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No.

OBO Electrical Engineer

(Title)

(Series)

(Grade)

☒ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION OBO	a. First Subdivision
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.

<div>Typed Name and Signature of Employee</div> <div>Date(mm-dd-yy)</div>	<div>Typed Name and Signature of Supervisor</div> <div>Date(mm-dd-yy)</div>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

<div>Typed Name and Signature of Section Chief or Agency Head</div> <div>Date(mm-dd-yy)</div>	<div>Typed Name and Signature of Admin or Human Resources Officer</div> <div>Date(mm-dd-yy)</div>
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13. BASIC FUNCTION OF POSITION

The Electrical Engineer will inspect construction; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders including preparing cost estimates; and other construction engineering duties related to the construction of the new Monrovia Embassy (NEC) as directed by the OBO PD. The Electrical Engineer shall be capable of working independently and shall provide professional engineering services.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Develop an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project. Observe the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and report to OBO PD as to their conformity and non- conformity to the approved drawings and specifications. The incumbent will not directly supervise any US Government staff members; however, he will be responsible for overseeing the work of approximately 50 to 300 contractor personnel. Make recommendations to the OBO PD on how to correct and report to OBO PD as to their conformity and non- conformity to the approved drawings and specifications. Make recommendations to the OBO PD on how to correct deficiencies and resolve problems during construction. Work independently and maintain daily construction surveillance logs insuring contractor compliance with the terms and conditions of the contract between the construction contractor and the Government. The value of the construction contract is \$135 mil and the duration is 30 months. The value of the work to be overseen by the incumbent will be approximately \$45 mil. 40 %
2. Prepare weekly, monthly and other reports of the progress of construction as required by the OBO PD. Provide digital photographic records to support reports. 20%
3. Update and monitor contractor construction schedule in regards to electrical construction, review any proposal for change in construction or methods for time implications. Submit recommendations to OBO PD including recommending the amount of time extensions that are justified by the change. 10 %
4. Perform any other engineering support duties related to OBO field operations as may be requested by the OBO PD. Liaison with Post, coordinate authorized Title II electrical engineering services as required. Participate in meetings and conduct discussions with local/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO PD. 10 %
5. Review and analyze material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and alternatives for appropriate action to the OBO PD. The incumbent will be responsible for US Government property valued at approximately \$0.5 million. 10 %
6. Prepare engineering drawings, electrical load calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment. Review and analyze contractor's change order proposals for cost and compliance with the change. Prepare cost of alternatives to design and specifications when requested by the OBO PD. 10 %

15. REQUIRED QUALIFICATIONS

a. Education

Hold a Bachelor of Science degree in electrical engineering from an accredited institution or equivalent degree or experience.

b. Prior Work Experience

From seven to nine years of experience in the field of civil engineering, preferably related to building construction and renovations. Two years experience with U.S. codes and criteria.

c. Post Entry Training

None.

d. Language Proficiency

Level IV English

e. Knowledge

Must have knowledge in design and construction practices with U.S. electrical codes and specifications, thorough professional knowledge in electrical design calculations and criteria, preparation of engineering drawings and specification.

f. Skills and Abilities

MS Office package user for word processing and analysis. Ability to use engineering management software, maintain daily construction inspection logs. Ability to create electrical engineering cost estimates, review electrical construction drawings for

code compliance and provide briefings to the PD on electrical issues. Ability to use AutoCAD to review drawings is required. Ability to use AutoCAD to design a plus.

16. POSITION ELEMENTS

a. Supervision Received

Reports to the OBO Project Director.

b. Supervision Exercised:

The incumbent will not directly supervise any US Government staff members; however, he will be responsible for overseeing the work of approximately 50 to 300 contractor personnel.

c. Available Guidelines

ASTM, ASCE, AISC, UBC, and safety manuals as provided by OBO PD. OBO Construction Management Guidelines, OBO/CFSM/CM notices and bulletins; State Department Foreign Affairs Manual; Embassy administrative notices and bulletins

d. Exercise of Judgment

Must exercise judgment in all construction activities, design alternate schemes where construction documents are not available and determine material is placed properly meeting specifications intent.

e. Authority to Make Commitments

None

f. Nature, Level and Purpose of Contacts

Internal - This position will have regular, daily communication with the OBO staff and with the contractor project managers and supervisory staff. There will be also regular communication at a working level with Embassy staff and with official visitors from Post or from OBO/Washington.

External - Coordinate authorized Title II electrical engineering services as required. Participate in meetings and conduct discussions with local/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO PD for permits and compliance with local codes. Work with OBO's commissioning agent during the commissioning phase at project conclusion.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Three months.